



Subject: Incentive Awards and Recognition Program

Responsible Office: Office of Human Capital Management

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PREFACE

P.1 PURPOSE

- a. This Langley Research Center (LaRC) Procedural Requirement (LPR) establishes LaRC-specific responsibilities and procedures for the LaRC Incentive Awards and Recognition Program and is a supplement to NPR 3451.1, NASA Awards and Recognition Program.
- b. The Office of Human Capital Management (OHCM) should be consulted for further information and procedural requirements.

P.2 APPLICABILITY

This LPR applies to all civil service personnel and contractors (for honorary awards only) assigned duties at LaRC.

P.3 AUTHORITY

- a. 5 United States Code (U.S.C.) Chapters 43, 45, and 53.
- b. National Aeronautics and Space Act, as amended, 51 U.S.C. § 20136, formerly codified at 42 U.S.C. § 2458.
- c. Executive Order 11438, dated December 3, 1968.
- d. 5 Code of Federal Regulations (CFR), Parts 430, 451, and 531.

P.4 APPLICABLE DOCUMENTS

- a. 14 CFR 1240.1, Awards for Scientific and Technical Contributions
- b. NPR 3430.1, NASA Employee Performance Communication System (EPCS)
- c. NPR 3451.1, NASA Awards and Recognition Program
- d. NPR 3451.5, Acquisition Improvement Awards
- e. NPR 3530.1, NASA Pay and Compensation Policy
- f. LAPD 1150.2, Councils, Boards, Panels, Committees, Teams, and Groups
- g. LMS-CP-4331, Employee Suggestion Program
- h. NASA Form (NF) 1636, Senior Executive Service Performance Planning and Appraisal

- i. Langley Form (LF) 167, LaRC Employee Suggestion Program
- j. LF 244, LaRC Peer Award
- k. LF 246, LaRC Honor Awards (for Technician of the Year Award or Administrative Professional of the Year Award)
- l. LF 468, LaRC Director's Award

P.5 MEASUREMENT/VERIFICATION

Internal audits are performed by NASA Headquarters OHCM normally every 3 years.

P.6 CANCELLATION

LPR 3451.1 Rev. I-1, dated April 18, 2011.

Approved: /s/ Cathy H. Mangum April 14, 2016
Center Associate Director

1. GENERAL

- a. Awards are to recognize organizational and employee outstanding performance, innovation, and contribution to the goals of the NASA mission, as well as to enhance organizational climate and employee morale.
- b. All awards and recognition are to be consistent with the purpose of the award itself and provide special acknowledgement of the accomplishments, and shall be given:
 - (1) for the *RIGHT CONTRIBUTION*...that advances the Agency's agenda to align values and performance expectations, provide organizational learning, and strengthen the relationship between employees and management.
 - (2) to the *RIGHT PERSON*... when fully deserved, to those employees who meet clearly understood criteria and with full explanation of the accomplishment being recognized.
 - (3) at the *RIGHT TIME/EVENT*... in an appropriate manner, without undue delay, and of sufficient value to be meaningful.
- c. All LaRC cash and honor awards and recognition will be aligned with LaRC's core values, mission, strategies, and goals consistent with LaRC's current Strategic Implementation Plan.
- d. Awards will provide for individual and group recognition and will recognize civil service employees, contractors (honorary only), and others who, through partnerships, support NASA's mission at LaRC. Employees of NASA contractors, however, should normally receive honorary awards in the form of certificates. Recognition of contractor employee performance is the responsibility of the contractor. Exceptions must be coordinated through the Office of Procurement (OP).

2. TYPES OF AWARDS

- a. Awards may be either monetary or non-monetary, and recognition may be given at the Center level, Agency level, or Federal government level.
- b. Monetary awards may be granted to individual civil service employees (part-time, full-time, temporary, and permanent) or groups of civil service employees who deserve special recognition for their contributions and performance.
- c. Non-monetary awards, such as medals, certificates, plaques, photos, pins, etc., may be granted to civil service employees. Non-monetary award items for contractors are limited to the medals given for the Director's Award and Center Team Awards only. Food, paid for with appropriated funds at an official Center

awards event for the purpose of honoring civil servant and non-government employees, may also be provided as a non-monetary award to civil service employees and non-government employees and will be limited to events approved by the Office of Director (OD).

- d. Time-off awards may be granted to civil service employees for superior accomplishments or other personal efforts that contribute to the quality, efficiency, or economy of government operations.
- e. External awards are sponsored by non-NASA organizations.

3. RESPONSIBILITIES

- a. OD and other directors, managers, supervisors, and review committees shall be responsible for maintaining the integrity of the LaRC Awards and Recognition Program consistent with the stated awards requirements and providing fair and equitable consideration to all employee and group accomplishments.
- b. All employees (both supervisory and non-supervisory), as well as contractors and partners, are responsible for identifying, nominating, and providing peer input on performance and accomplishments of civil service employees deserving recognition and award.
- c. Recognition of contractor employee performance is the responsibility of the contractor. Exceptions must be coordinated through the OP.
- d. OHCM is responsible for the administration of the LaRC Awards Program; allocation and administration of the Center's awards budget and QSI allocation; review of awards for adherence to policy and regulations; ongoing evaluation of the effectiveness of the awards program; and providing communication, training, and reference material on the awards and recognition program.
- e. NASA HQ is responsible for the administration of monetary award programs for SES employees.

- 3.1 Executive Resources, Awards, and Recognition Council (ERARC)** is responsible for reviewing and making determinations on quality step increases (QSIs) that exceed organizational guidelines, the Center's annual honor awards, Agency awards, and external awards. The ERARC is made up of rotational membership among Organization Directors. The ERARC chair is the Associate Director. The council also includes the Directors of OHCM, Office of Equal Opportunity Programs, and Office of Chief Counsel (OCC), who are standing members (refer to LAPD 1150.2).

3.2 Center Awards Budget

- a. The Office of Chief Financial Officer (OCFO) is responsible for awards budget formulation. NASA Headquarters sets each Center's performance award budget and QSI allocation.
- b. OHCM allocates monetary budgets to organizations to use for performance awards and special act awards. A numerical allocation is also given to organizations for QSIs.
- c. Organizations are responsible for managing their awards budget and remaining within their budget allocation.
- d. Organizations should request transfer of award funds between LaRC organizations or for awards for employees located at other NASA Centers via email to the Center Awards Officer.

3.3 LaRC Award Committees

- a. Award committees may be established by the ERARC chair or higher authority. (Refer to LAPD 1150.2).
- b. When established, LaRC award committees are responsible for assuring approved nominations are consistent with awards criteria, relevant information has been considered in reviews, and integrity of the review process is maintained.

3.4 Award Certificates

- a. The NASA Shared Services Center (NSSC) is responsible for processing the following certificates for the Center:
 - (1) Superior Accomplishment Awards
 - (2) Time-Off Awards (contribution-based only)
 - (3) Agency Honor Awards
 - (4) Langley Honor Awards
 - (5) LaRC Special Category Award (unless indicated otherwise in the award description)
 - (6) Length of Service Awards
 - (7) On-The-Spot Awards
- b. No certificates are printed for annual performance awards or Quality Step Increase.

4. INCENTIVE AWARDS

4.1 Monetary Awards

- a. Monetary awards may be granted to individual civil service employees (part-time, full-time, temporary, and permanent) or groups of civil service employees who deserve special recognition for their contributions or performance.
- b. The approving official shall be at a management level above the recommending official.
- c. The Internal Revenue Service states that cash awards are wages; therefore, taxes are withheld from award payments.

4.2 NASA Automated Awards System (NAAS)

All Center awards and Agency Honor Awards will be processed using the NASA Automated Awards System for approving, tracking, reporting, and budget purposes. The system may be accessed at URL: <https://naas.nasa.gov/>

4.3 Annual Performance Award (PA) (Monetary)

- a. **Award Definition:** A performance award is a lump-sum cash award that recognizes and rewards General Schedule (GS) employees whose performance, as a minimum, meets performance expectations. It is based on the employee's most recent performance rating of record of Fully Successful or higher.
- b. There is a separate statutory and regulatory authority for granting performance awards to SES employees (Title 5, Code of Federal Regulations (CFR), Part 534).
- c. **Eligibility:** GS employees who receive a performance rating of Distinguished, Accomplished, or Fully Successful are eligible to be considered for a monetary performance award.
- d. **Award Restrictions:**
 - (1) An employee who receives an Unacceptable performance summary rating is not eligible for a monetary award based on performance.
 - (2) Only one performance award may be granted based on any one rating of record.
 - (3) Organizations may not give performance awards to employees not under their direct supervision.
 - (4) The performance narrative summary that documents the overall performance of the employee serves as the justification for a performance award.
 - (5) The monetary value of the award is determined by a range of percentage established annually by the Center for each performance summary rating

- level that is eligible for performance awards (i.e., Distinguished, Accomplished, Fully Successful).
- (6) Performance awards are paid as a lump sum cash payment based on a percentage of salary (the rate of basic pay used must include any applicable locality pay) and are not considered part of an employee's annual rate of base pay.
 - (7) An employee may be rewarded with cash, time off, or a combination of both for performance-based awards. Time-off awards must be calculated in the total monetary award amount being granted. However, an employee with a higher performance summary rating level (e.g., Distinguished) must receive a greater monetary performance award (including combined monetary and time off), based on a percentage of salary, than an employee with a lower performance summary rating level (e.g., Accomplished).
- e. Completed performance plans with a rating of record in the Standard Performance Appraisal Communication Environment (SPACE) must be forwarded to OHCM before performance awards may be entered in NAAS by organizations.
 - f. Performance award nominations must be submitted and approved in NAAS.

4.4 Quality Step Increase (QSI) (Monetary)

- a. **Award Definition:** This award is a step increase in addition to, and apart from, the regular within-grade increase and is given to employees who have demonstrated sustained high-quality performance that is documented as a Distinguished rating in SPACE in an employee's position. This award provides faster-than-normal progression through the step rates of the General Schedule of the employee's grade level. Exception: if a QSI places the employee in the fourth or seventh step of a grade, the waiting period for a regular within-grade increase is extended by 52 weeks.
- b. **Eligibility:** GS employees are eligible for QSIs. SES, ST, and SL employees are not eligible for QSIs.
- c. Annual QSI guidelines will be provided to organizations by OHCM. Center QSIs will be reviewed by the ERARC. If an organization exceeds its guidelines, the QSIs will be submitted for review and approval by the ERARC.
- d. The granting of a QSI and associated salary dollars will not be debited from the organization's awards budget.
- e. The performance narrative summary that documents the overall performance of the employee serves as the justification for the QSI. The original completed performance plan with rating of record shall be recorded in SPACE.

- f. **Award Restrictions:**
- (1) A QSI may not be granted to an employee if:
 - (a) A rating of record is less than Distinguished.
 - (b) The employee is in Step 10 of the grade range.
 - (c) A QSI has been awarded within the preceding 52 consecutive calendar weeks.
 - (2) Supervisors/managers shall not give QSIs to employees not under their direct supervision.
- g. **Nomination Submission:** The organization's Administrative Officer is responsible for submitting QSIs in NAAS for processing

4.5 **Superior Accomplishment Award (SAA)** (Monetary)

- a. **Award Definition:** This award is a lump-sum cash award that recognizes a specific accomplishment achieved through an individual effort in the form of a one-time, non-recurring nature. This type of recognition is appropriate when:
- (1) The contribution was in the public interest; connected with or related to official employment; and contributes to the efficiency, economy, or other involvement of government operations.
 - (2) Efforts made important contributions to science or research.
 - (3) Courageous handling of an emergency situation was related to official employment.
- b. Supervisors and managers are responsible for reviewing their employees' accomplishments and recommending SAAs for employee contributions that are outside of the employee's performance plan.
- c. **Eligibility:** GS employees, including excepted service, intermittent, stay-in-school, student trainees, and temporary civilian employees, are eligible to receive the award. SES, ST, and SL employees are eligible under certain circumstances and require higher-level approval.
- d. **Award Criteria:** SAA must be supported by written justification other than what is documented in the employee's most recent rating of record in accordance with the below:
- (1) Supervisors must provide a brief, specific statement (generally one to two paragraphs), stating how the employee performed substantially beyond expectations on a specific assignment or aspect of an assignment or job function, the benefits achieved, and the quality, scope and impact of the accomplishment to the organization, Center, and/or Agency.
 - (2) Things to consider in giving written justification for an SAA:
 - (a) How the superior accomplishment was connected with or related to official employment.
 - (b) How unusual difficulties for a particular project or assignment were overcome.

- (c) How special efforts or innovative duties resulted in significant economies or other highly desirable benefits.
 - (d) How important contributions were made to science or research.
 - (e) How productivity was increased, economy or efficiency improved, and Government operations made more effective.
- e. **Award Restrictions:**
 - (1) More than one SAA may be granted to an employee, as long as there is no duplication of recognition for the same accomplishment.
 - (2) When combining a TOA with a superior accomplishment award, the monetary value of the TOA must be calculated and included in the total award amount that is to be granted to an employee.
 - (3) SAAs coming from outside an employee's home organization must be discussed with the employee's supervisor of record to ensure that it is appropriate to grant the award to the employee.
 - (4) SAAs being given to matrixed or detailed personnel who provide support to various organizations must be discussed with the employee's supervisor of record to ensure that it is appropriate to grant the award to the employee.
 - (5) Approval is required for GS employees by the Center Director for an award of \$7,500-\$10,000.
- f. **Nomination Submission:** SAA award nominations must be submitted and approved in NAAS.
- g. **Award:** Award amounts are based on the scope and impact of the contribution/achievement to the organization, Center, and/or Agency, and the benefits achieved (cost savings, increased productivity, improved operations) as a direct result of the employee's contribution. (Refer to Appendix A, Intangible Benefits Application Scale, for guidance in determining award amounts.)

4.6 **Group Superior Accomplishment Award** (Monetary)

- a. **Award Definition:** Group SAA is a lump-sum cash award that recognizes internal organization teams where two or more employees are involved in a significant accomplishment in support of a program and/or project that is the result of teamwork, rather than the efforts of one single person.
- b. **Eligibility:** GS employees are eligible to receive a Group SAA. SES, ST, and SL employees are eligible under certain circumstances and require higher-level approval.
- c. **Award Criteria:** Group SAA must be supported by written justification. Examples of group contributions:
 - (1) Producing an exceptionally high-quality product under a tight deadline.
 - (2) Using unusual initiative and creativity in making improvements to a product, activity, program, or service.

- d. Group awards that include team members from other Directorates/Offices must also be discussed between organizations to ensure that it is appropriate to grant the award to the employees.
- e. **Nomination Submission:** Group SAA award nominations must be submitted and approved in NAAS.
- f. **Award:** All employees contributing to the accomplishment share the monetary award, which may be paid in equal shares or to each employee in proportion to their contribution. Approval is required by the Center Director for a group award of \$7,500-\$10,000.

4.7 **Presidential Rank Awards and Bonus Pay**

Presidential Rank Awards (PRAs) recognize and reward exceptional performance over an extended period of time. Career SES and permanent ST and SL employees are eligible. The PRA Program is managed by the Office of Personnel Management. All PRA nomination decisions are made at NASA Headquarters. SES performance bonuses range from 5 to 20 percent of basic pay; ST and SL employees may receive up to \$10K. These decisions are also made at the Agency level. Contact OHCM for additional information regarding bonuses for Executive employees.

4.8 **Time-Off Award (TOA)**

- a. **Award Definition:** A TOA is an excused absence granted to the employee to recognize superior accomplishments or other personal efforts that contribute to the quality, efficiency, or economy of government operations and for performance as reflected in the most recent rating of record. Primarily, it is to be used to recognize an employee contribution that is of a one-time, non-recurring nature.
- b. **Eligibility:** GS employees are eligible to receive TOAs. SES, ST, and SL employees are eligible under certain circumstances and require higher-level approval.
- c. **Award Criteria:** In determining the amount of time off to be granted, the benefits realized by the Government from the employee's contribution will be considered. The amount of time off should be proportionate to the value of the contribution being recognized. Figure 1 provides TOA guidance.

Figure 1. TOA Guidance

Contribution Value to Organization	Hours
Moderate Value: A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition. Example: Beneficial change or modification of operating principles or procedures.	Up to 10
Substantial Value: An important contribution to the value of a product, activity, program, or service to the public. Significant change or modification of operating principles or procedures.	Up to 30
High Value: A highly significant contribution to the value of a product, activity, program, or service to the public. Complete revision of operating principles or procedures having considerable impact.	Up to 60
Exceptional Value: A superior contribution to the quality of a critical product, activity, program, or service to the public. Initiation of a new principle or major procedure having significant impact.	Up to 80

d. **Award Restrictions:**

- (1) Supervisors/ managers may not give TOAs to employees not under their direct supervision. Outside organizations must contact the employee's supervisor of record to recommend a TOA. An employee's owning organization must approve and process a time-off award (TOA) recommended from outside the organization since TOAs impact the owning organization's award dollars.
- (2) A TOA may be granted in amounts of 8 to 80 hours for a single contribution and up to a total of 80 hours of time off during any leave year for a full-time employee.
- (3) A part-time employee's time-off will be prorated based on the employee's bi-weekly scheduled tour of duty. A single contribution may be granted in increments no greater than one-half the total hours allowed during a given leave year. For example, an employee with a part-time tour of duty of 20 hours a week may be granted up to 40 hours of time off in a given leave year, with a single award maximum of 20 hours.
- (4) When combining TOAs with an annual performance award or superior accomplishment award, the monetary value of the TOA must be calculated and included in the total award amount that is to be granted to an employee.
- (5) The TOA leave may be taken after the number of hours awarded appear on the Leave and Earnings Statement. The leave must be scheduled with the approval of the supervisor.
- (6) TOA leave must be taken by the employee within a reasonable time period, usually 12 months of the effective date of the award.
- (7) If an employee becomes physically incapacitated for duty during a TOA period, sick leave may be granted for the period of incapacitation and the time off rescheduled.
- (8) TOAs are transferrable from one NASA Center to another.
- (9) A TOA cannot be transferred if the employee transfers to another Federal agency, nor can it be converted to a cash payment under any circumstances.
- (10) TOA is not annual leave. TOA balances cannot be transferred to approved leave recipients under the Voluntary Leave Transfer Program.

- e. The granting of a TOA and associated salary dollars will not be debited from the organization's awards budget.
- f. **Nomination Submission:** TOA award nominations must be submitted and approved through NAAS.

4.9 **On-The-Spot (OTS) Award** (Monetary)

- a. **Award Definition:** An OTS award is designed to provide managers with a tool to give an "instant" reward to an employee who has performed a quality activity, accomplishment, or service. The award presentation to the deserving employee should take place quickly after the activity occurs or as soon as is practicable.
- b. OTS Awards are designed to be presented by the employee's first-level supervisor.
- c. **Eligibility:** GS employees are eligible to receive an OTS award. SES, ST, and SL employees are not eligible to receive an OTS award.
- d. **Award Criteria:**
 - (1) A short, concise justification describing the specific contribution or service being recognized and its importance should be documented in the nomination. The justification must not be a duplicate of the award citation.
 - (2) Examples of contributions that may be recognized by this award include:
 - (a) Exercising initiative or creativity in addressing an important need or difficult problem.
 - (b) Providing customer service to clients or colleagues that is responsive, courteous, respectful and exceeds expectations.
- e. **Award Restriction:** A maximum of four OTS awards may be presented to an employee in a 12-month period.
- f. **Nomination Submission:** OTS awards must be submitted and approved through NAAS.
- g. **Award:** The OTS is a monetary award of \$150. Although the actual cash is not disbursed at the time the OTS Award is presented, it is reflected in the employee's paycheck on a subsequent date.

5. LARC SPECIAL CATEGORY AWARDS

5.1 **Letter of Appreciation** (Honorary)

- a. **Award Definition:** This non-monetary recognition is given for service or a specific contribution made to LaRC.

- b. **Eligibility:** NASA civil service employees are eligible to receive the award.
- c. **Award Criteria:** The award should recognize such efforts as:
 - (1) Successful completion of an assigned project; expeditious handling of a special assignment or task.
 - (2) Work performed in an outstanding manner.
- d. **Nomination Submission:**
 - (1) Manager/supervisor prepare the letter of appreciation to the employee or the employee's supervisor.
 - (2) Forward through line management to the employee.
 - (3) A copy of the letter must be submitted to OHCM.

5.2 **Certificate of Appreciation** (Honorary)

- a. **Award Definition:** This non-monetary recognition is given for service or a specific contribution made to LaRC that warrants local recognition but does not meet criteria for other Center awards or NASA honorary awards.
- b. **Eligibility:** NASA civil service employees or non-NASA individuals are eligible to receive the award.
- c. **Nomination Submission:** Award nomination must be submitted and approved by the originating organization through NAAS.

5.3 **Center Director Award** (Honorary)

- a. **Award Definition:** This honorary award is presented at the discretion of the Center Director to an individual or group of individuals for extraordinary achievement or excellence in one or more of the following areas: creativity, innovation, teamwork, safety, environment, health, education, outreach, mentorship, or customer satisfaction.
- b. **Eligibility:** GS, SES, ST, SL employees and contractors are eligible to receive the award.
- c. **Nomination Submission:**
 - (1) Organizations may complete and submit LF 468 to OHCM for accomplishments where individuals or groups excel in one or more of the seven areas identified in item a.
 - (2) OHCM will forward the organization's recommended nomination(s) for this award to the OD for consideration.
 - (3) For approved individual Director's awards, OHCM will submit the nomination in NAAS.
 - (4) For approved group Director's awards, OHCM will submit the nomination in NAAS.

- d. **Award:**
- (1) For individual recipients, an award certificate and medallion will be presented to the employee by the Center Director. OHCM will submit the award in NAAS and the NSSC will prepare the certificate.
 - (2) For group awards, an award certificate and medallion will be presented to group members by the Center Director. The Graphics Team, MSB, OCIO, will prepare the large team certificates. The NSSC will print the individual team member certificates.

5.4 **LaRC Diversity Achievement Award** (Honorary)

- a. **Award Definition:** This award is granted annually for significant achievements in providing equal employment opportunity (EEO) and diversity.
- b. **Eligibility:** Both GS employees and contractors are eligible to receive the award.
- c. **Award Criteria:** The award is applicable to:
- (1) Supervisors who have:
 - (a) motivated employees through direct encouragement and assistance to develop their full potential,
 - (b) achieved effective maximum employee utilization, and
 - (c) demonstrated sensitive treatment of the needs and aspirations of all employees.
 - (2) EEO and diversity special emphasis Program Leaders (i.e., Federal Women's Program, Individuals with Disabilities, Hispanic Employment Program) who have achieved results that are greater than normally expected of their job requirements.
 - (3) GS employees' and contractors' contributions to: non-Federal activities that have promoted the Government's EEO and diversity program by:
 - (a) Outstanding leadership and active support to community activities that have resolved community problems affecting EEO and diversity, or
 - (b) Made outstanding contributions to equal opportunity programs and diversity, such as neighborhood youth corps or adult experience programs.
- d. **Nomination Submission:**
- (1) The annual call for nominations is announced to organizations by OHCM.
 - (2) Organizations should submit to OHCM a written justification (memorandum), addressed to the Director, EEO.
 - (3) EEO is responsible in determining the award selections and informing OHCM in writing of the final award winners.
 - (4) OHCM is responsible for notifying the organizations of the final winner(s) and submitting the award(s) in NAAS.

e. **Award:**

- (1) Normally, one award will be granted in each award category (i.e., Supervisor, Employee). However, it will not be required that an award for either or both categories be presented every year. If it is the opinion of the Director for EEO that none of the candidates truly represent an outstanding example of EEO and diversity achievements, no awards may be awarded for that year.
- (2) GS employees (non-SES) and Non-NASA employees (contractors) will receive a certificate.
- (3) Awards will be presented to the recipients by the OD.

5.5 LaRC Peer Award (Honorary)

- a. **Award Definition:** This peer award is designed to be a “thank you” to a co-worker or a colleague for their outstanding service, support or assistance. The award should be given for the completion of a project or important task or completion of a project on time. The intent of this award is to recognize peers.
- b. **Eligibility:** All active LaRC GS employees are eligible to both nominate and receive the LaRC Peer Award. Contractors are eligible to receive the award; however, contractors may not nominate recipients for the award.
- c. **Award:**
 - (1) The certificate should be presented from employee to employee. It is not a supervisor-to-employee or an employee-to-supervisor award.
 - (2) Certificates should be presented in a timely manner for recent efforts or services completed.
 - (3) An employee from one organization may award an employee in a different LaRC organization.
- d. **Award Certificate:**
 - (1) To access the LF 244, LaRC Peer Award certificate template, go to OHCM web site at: ohcm.larc.nasa.gov/awards/center-awards/peer-awards/.
 - (2) Nominators are requested to submit a copy of their final certificate (LF 244) to OHCM

5.6 Employee Suggestion Award (Monetary)

- a. **Award Definition:** An award established to recognize a constructive proposal submitted by a LaRC civil service employee and adopted by management that contributes to the economy, efficiency, or effectiveness of Government operations. Refer to LMS-CP-4331, which identifies the process for addressing submissions.

- b. **Award Criteria:** The following criteria for the Suggestion Program are provided:
- (1) If a suggestion is adopted and implemented at the Center, the suggester will receive a monetary award and/or a certificate. The monetary award is based on tangible and/or intangible benefits as shown in Appendices A and B of this document.
 - (2) Decisions made by the Center Director, Employee Suggestion Committee, or OHCM, regarding the administration of the Employee Suggestion Program (ESP) are final.
 - (3) The acceptance of an award constitutes an agreement that use by the Federal Government of a suggestion, for which an incentive award is made, does not form the basis of a further claim against the Government by the employee or the employee's heirs or assigns.
 - (4) Adopted suggestions become the exclusive property of the Federal Government.
 - (5) The Federal Government reserves the right to amend and/or terminate the Employee Suggestion Program (ESP) at any time without prior notice.
- c. Suggestions are eligible for award consideration if they meet the following criteria:
- (1) Solve a problem, potential problem, or take advantage of an opportunity.
 - (2) Present a solution that contributes to increased productivity, economy, efficiency, reduces paperwork, or improves Center operations.
 - (3) Where an idea has been adopted, the suggestion should be received by OHCM within 6 months following implementation.
 - (4) The suggestion may be within or outside the suggester's normal job responsibilities; however, if within, the suggestion must be so superior that it warrants special recognition.
 - (5) Suggestions should be submitted on LF 167, LaRC Employee Suggestion Program, signed by the suggester(s), to OHCM.
- d. Suggestions that are ineligible for an award under the program are those concerning:
- (1) Services and benefits to employees, such as vending machine services, cafeteria services, restroom facilities, parking facilities, holidays, etc.
 - (2) Working conditions, such as changes in furniture, air conditioning, etc.
 - (3) Routine tasks involving maintenance of buildings, grounds, roads, and parking lots, such as repairing, cleaning, replacing, painting, etc.
 - (4) Normal or routine safety practices, such as use of normal protective devices, removal of obstructions, or installation of warning or traffic signs.
- e. **Award:** The minimum monetary award is \$25. It is awarded for tangible benefits of more than \$250 or comparable intangible benefits.
- (1) Award amounts are established in accordance with NPR 3451.1 and Appendices A and B of this document. The amount is based on the first year's tangible savings and/or intangible benefits.
 - (2) Awards will be approved at the following levels:

- (a) The Employee Suggestion Committee (ESC) approves suggestions not to exceed \$1,000.
 - (b) The organization's Director approves suggestion awards recommended by the ESC not to exceed \$3,000.
 - (c) The Center Director approves suggestion awards not to exceed \$10,000.
 - (d) Suggestions in excess of \$10,000 will be submitted to NASA HQ.
 - (3) Awards are subject to deductions for Federal and State payroll taxes.
 - (4) Where there are multiple suggesters, the total amount of a cash award may not exceed the amount that would be authorized if the suggestion had been made by one individual. The total award amount is split evenly among the suggesters.
 - (5) Suggesters who feel that an approved monetary award is not equitable should submit additional written information previously not available to OHCM for reconsideration within two years of the date the award was granted.
- f. Reevaluations of suggestions may be requested in writing within two years of the date the suggester was advised of nonadoption of the suggestion. New or additional information should be submitted with the request for reevaluation to OHCM. The ESC will review each decision on a contribution that is contested by the suggester and recommend what it considers to be the appropriate disposition of the matter.
- g. In the case of duplicate suggestions, the first suggestion to reach OHCM will be the suggestion considered for an award. However, duplicate suggestions received at the same time will be given duplicate awards if it can be determined that they were developed independently.
- h. Suggesters will be notified and given an explanation for disapproved suggestions.
- i. If a similar suggestion is submitted and adopted within two years of the date of the original suggestion, the original suggestion is eligible for an award proportionate to the amount awarded.
- j. The suggester retains the right to be considered for an award for two years after the date of final action on the suggestion.
- k. OHCM will maintain all records regarding the Employee Suggestion Program. The suggestion with all related documents will be placed in an inactive file. No further actions will be taken unless the suggester requests reevaluation.

5.7 Length-of-Service Pins/Certificates (Honorary)

- a. Award Definition:** A career service recognition award and certificate are presented to all civil service employees as an emblem upon completion of each five years of service.

- b. Eligibility:** NASA service pins and certificates are based on the employee's leave Service Computation Date, which credits both civilian and all honorable military service.
- c. Award:** A service pin and certificate is given upon completion of five years of service. NASA certificates of service and appropriate pins are presented for each five-year interval thereafter up to 35 years of service. In addition, for 35 years and above, the Agency provides the following special items:
- (1) 35 years – plaque
 - (2) 40 years – crystal paperweight
 - (3) 45 years – pen set
 - (4) 50 years – personalized clock
 - (5) 55 years – personalized jacket
 - (6) 60 years – choice of personalized vase, decanter, crystal box
- d.** Employees who attain 40 or more years of Federal service will receive pins and special award items from their organization at the time their service is attained. They will later be recognized in a special ceremony during which the Center Director will present them with a NASA certificate signed by the Administrator. This presentation is held twice a year. Upon request, the employee who attains 50 years of service can receive a formal letter from the NASA Administrator. Employees who attain 60 years of service or more are presented the certificate and may submit a request to receive a letter signed by the President through the Center Awards Officer in OHCM.
- e.** OHCM will forward service pins and certificates directly to organizations to present to their employee(s) for 5 to 35 years of service the month before the anniversary date.

5.8 Retirement Plaques

- a. Award Definition:** This award is given at the time of retirement for contributions to government service over the length of an employee's career. Contributions to efficiency, economy, or other personal effort and length of service are the basis for awards.
- b. Eligibility:** LaRC civil service employees who meet the requirements for civil service retirement under the CSRS and FERS retirement programs.
- c. Award:** Employees are eligible to receive one of the following commemorative plaques:
- (1) NACA Wings (awarded only to employees who were employed at NACA prior to October 1, 1958)
 - (2) NASA Insignia
- d. Albums:** All employees who meet the requirements for civil service retirement are eligible for albums.

- e. When the employee is eligible to receive a retirement album and commemorative plaque, OHCM forwards a letter to the organization of the employee retiring. Plaque costs are charged to OHCM's budget.
- f. In addition, the coordinator will need to contact the NASA Exchange Shop (Building 1213) to purchase the plaque.
- g. The supervisor presents to the employee.
- h. Records will be maintained for NASA HQ review.

6. LANGLEY HONOR AWARDS

The following prestigious Langley honor awards are the Center's highest level of recognition bestowed on its employees. These awards are presented to employees at the Center's annual Honor Awards ceremony:

6.1 **Henry J. E. Reid Award** (Honorary)

- a. **Award Definition:** This prestigious annual LaRC award recognizes an outstanding publication, refereed journal article, or other formal NASA archival media first authored by a LaRC Civil Service employee, an Army civilian, or an on/near site contractor based on research primarily performed at LaRC.
- b. **Eligibility:** GS employees, Army civilian employees, contractors, academia and other non-NASA employees who are authors on the publication, article, or media. SES, ST, and SL are eligible for this award and require higher level approval.
- c. **Nomination Submission:**
 - (1) The annual call for nominations and instructions on nomination submissions is publicized by OHCM.
 - (2) Organizations should submit papers through their Directorate or Program Office who should screen the nominations, concur, and forward nomination packages to OHCM.
 - (3) OHCM is responsible for informing the final award winners.
- d. **Consideration by Award Panel:**
 - (1) Papers are judged by a subject expert panel.
 - (2) Nominations will be judged using the following criteria:
 - (a) Importance of the problem.
 - (b) Significance of the contribution.
 - (c) Originality of concept.
 - (d) Quality of reporting.
 - (3) Recommendations of the panel are approved by the OD.

6.2. Technician of the Year Award (Honorary)

- a. **Award Definition:** This prestigious annual LaRC award recognizes outstanding contributions performed within or related to fabrication/manufacturing or research testing and engineering development in support of LaRC and NASA programs.
- b. **Eligibility:** LaRC GS employees occupying the following positions (non-supervisory): Engineering Technician, Construction Representative, Electronics Technician, Photographer, Production Controller, Equipment Specialist, Quality Assurance Specialist and Equipment, Facilities, and Service positions (i.e., General Schedule 1600 series). This also includes employees who have recently separated/retired and who made their contributions while a Langley civil service employee.
- c. **Award Criteria:** The nominee will be awarded for a single or multiple contribution(s) performed during the past fiscal year that resulted in the successful completion of a major component of a NASA mission, program, or project, whereas, its success is directly attributed to the nominee's contribution(s). The intent of the award is for "hands-on" skill, knowledge, innovation, and creativity, and not for outstanding leadership. However, leadership qualities may be addressed in the nomination.
- d. **Nomination Submission:**
 - (1) Managers/Supervisors may submit nominations on (LF 246).
 - (2) The nomination package must be approved by the organization's Director on the LF 246 prior to submission to OHCM.
- e. **Consideration by Panel:**
 - (1) A panel consisting of management representation from the Center's Mission Directorates and the Office of Equal Opportunity Programs will judge the nominations and recommend any award recipient. The ERARC must concur on the Panel's recommendation.
 - (2) Nominations will be judged using the following criteria:
 - (a) Significance/Impact: What was the significance of the contribution and how did the effort contribute to the Center's mission success?
 - (b) Difficulty: Why was this task challenging? The difficulty of the requirements and the constraints that were placed on the individual.
 - (c) Innovation: Describe the unique solution, process, use of equipment, etc. and originality of the approach. What did the nominee contribute to the solution and final result?
 - (d) Quality: How did results exceed performance requirements?
 - (3) Normally, one award will be granted. However, it will not be required that an award be presented every year. If it is the opinion of the Panel that none of the candidates truly represent a superior and outstanding example of technical excellence, no award may be given for the award that year. A final decision will be rendered by the ERARC.

f. **Award:**

- (1) Awardees will be recognized with a framed certificate at the Center's annual honor awards ceremony.
- (2) OHCM is responsible for submitting and finalizing the award in NAAS.

6.3. Administrative Professional of the Year Award (Honorary)

- a. **Award Definition:** This prestigious annual LaRC award recognizes outstanding administrative contributions performed during the past fiscal year in support of the mission of the Center.
- b. **Eligibility:** Current LaRC GS employees who are serving in an administrative professional, secretarial, administrative assistant, and clerical support position.
- c. **Award Criteria:** The nominee will be awarded for a single or multiple contribution(s) performed during the past fiscal year in support of the mission of the Center. The contribution(s) must have been exceptionally significant resulting in a new process, operation, method or technique that is of substantial benefit to the office or program.
- d. **Nomination Submission**
 - (1) Managers/Supervisors must submit nominations on LF 246.
 - (2) The nomination package must be approved by the organization's Director on LF 246 prior to submission to OHCM.
- e. **Consideration by Award Panel:**
 - (1) A panel consisting of management representation from LaRC's Mission and Mission Support Directorates and the Office of Equal Opportunity Programs will judge the nominations and recommend any award recipient. The ERARC must concur on the Panel's recommendation.
 - (2) Nominations will be judged using the following criteria:
 - (a) Significance/Impact: What was the significance of the contribution and how did the effort contribute to the Center's mission success?
 - (b) Difficulty: Why was this task challenging? The difficulty of the requirements and the constraints that were placed on the individual.
 - (c) Innovation: Describe the unique solution, process, use of equipment, etc. and originality of the approach. What did the nominee contribute to the solution and final result?
 - (d) Quality: How did results exceed performance requirements?
 - (3) Normally, one award will be granted. However, it will not be required that an award be presented every year. If it is the opinion of the Panel that none of the candidates truly represent a superior and outstanding example of administrative excellence, no award may be given for the award that year. A final decision will be rendered by the ERARC.

- f. **Award:**
 - (1) Awardees will be recognized with a framed certificate at the Center's annual honor awards ceremony.
 - (2) OHCM is responsible for submitting and finalizing the award in NAAS.

7. NASA AWARDS

7.1 NASA Honor Awards (Honorary)

- a. These are NASA's most prestigious honor awards, approved by the NASA Administrator and presented to employees and groups of employees, as well as non-Government individuals, who have distinguished themselves by making outstanding contributions to the Agency's mission and goals.
- b. Honor award descriptions and criteria are contained in NPR 3451.1B and on OHCM's web site: <http://OHCM.larc.nasa.gov>

7.2 NASA Honor Awards Nomination, Selection, and Award Recognition

- a. Annually, in accordance with the following procedures, both Government employees and non-Government individuals, in all occupational and organizational levels, will be nominated, selected, and recognized for their exemplary contributions to the NASA mission.
- b. Agency Incentive Awards Board (IAB) – The IAB will meet annually to review awards results from the most recently completed annual honor awards cycle.
- c. Call for Nominations (HQ) – OHCM (HQ), has established a schedule for submission of nominations by Centers. OHCM (HQ) will notify Centers regarding supplemental procedural guidance, changes in the deadline for nominations or nomination format.
- d. Call for Nominations (LaRC) – OHCM will request nominations for the various NASA honor awards, based on the Agency's schedule. Nominations will be carefully reviewed by an established panel. Organizations must complete and submit nominations in NAAS.
- e. LaRC Honor Awards Panel – Established Center panel co-chaired by the Senior Scientist and Director, OHCM with panel members representative of the Center population. This subject expert/peer review panel votes, prioritizes nominations and makes final recommendations to the ERARC. The ERARC reviews panel recommendations and approves the Center's final nominations.
- f. The final Center nominations are submitted and approved through NAAS.
- g. All NASA medals are approved and announced by the Administrator. Letters will be sent to the appropriate officials informing them of the selections.

- h. Public acknowledgment and sharing of achievements with other NASA employees, family, and friends will occur at LaRC's annual Honor Award Ceremony. The NASA medals and/or certificates will be presented by the Center Director.

7.3 NASA Blue Marble Award

Recognizes NASA civil service employees and contractor personnel who demonstrate environmental leadership while carrying out NASA's primary mission.

The biannual call for nominations is issued by HQ. OHCM issues the Center's nomination call. COD is responsible for receiving Center nominations and submitting recommendations to the ERARC for final approval prior to submitting to HQ.

7.4 George M. Low (GML) Award

Annually recognizes NASA's prime and subcontractors for outstanding performance in the categories of large and small business, product, and service organizations. Annual call letter issued from HQ's Safety and Mission Assurance Office (SMAO). A Center panel consisting of a Center GML Award Liaison designated by OD, OP, and OHCM administers the Center's internal nomination process and submits the final recommendation(s) to the OD for approval. OHCM issues the Center's call for nominations and submits the final nominations through OD for approval prior to forwarding to HQ.

7.5 NASA Systems Engineering (SE) Technical Excellence Awards

Recognizes successful systems engineering efforts that highlight contributions based on proven performance of a completed activity. Annual call letter is issued by HQ. A Center panel consisting of LaRC's Chief Engineers and other individuals based on their expertise, administers the Center's internal nomination process and submits the final recommendation(s) to OD for approval. OHCM is responsible for administering the Center's call for nominations and submitting final approved nominations to HQ.

7.6 External Awards Administered through NASA

- a. External awards recognize the exemplary accomplishments of NASA employees by participating in recognition programs sponsored by organizations external to NASA. Solicitations from external organizations are issued through the call notifications from the NSSC.
- b. NSSC is responsible for posting external awards and links to the sponsoring organization on the Agency Awards Calendar, which may be accessed in NAAS. OHCM is responsible for soliciting calls for external award nominations to the Center through the OHCM Events Calendar. For external award nominations, the following procedures shall be followed:

- (1) A LaRC employee may nominate another LaRC employee for an external award when the nominating procedures established by the external award sponsor permit nominations from the general public. These nominations may be submitted directly from the nominating employee to the sponsoring organization. A copy of the complete nomination package shall be submitted to OHCM to be maintained in the official Center award program files.
 - (2) When the award nominating procedures specifically request an Agency approved nomination or otherwise restrict the number of Agency or organizational nominations, award nominations will be solicited at the Center level. All external award nominations in this category shall be recommended through two management levels (i.e., Branch Head and Organization's Director) before submission to OHCM. Nominations will be forwarded by OHCM to the Center Director for approval.
 - (3) OHCM will submit the approved nomination to NSSC when the nominating procedures outlined in paragraph (2) occur.
 - (4) Approval from the Center's Chief Counsel's office is required prior to the acceptance of other external awards.
- c. External awards listing may be found on the Agency Awards calendar. The awards calendar may be found at: <http://nasapeople.nasa.gov/awards/> or accessed in NAAS.

7.7 Other Awards

See NPR 3451.1 concerning other awards not administered by OHCM.

Appendix A: Intangible Benefits Application Scale

Value of Benefit	Extent of Application			
	Limited Affects functions, missions, or personnel of office or major subdivision of Center or HQ; affects small area of science or technology	Extended Affects functions, missions, or personnel of entire Center or all of HQ; affects important area of science or technology	Broad Affects functions, missions, or personnel of several Centers or has NASA-wide impact; affects broad area of science or technology	General Affects functions, missions, or personnel of NASA, other Federal agencies and/or industry partners and Stakeholders throughout the Nation; affects major area of science or technology
Moderate: Modification of operating procedure of limited benefit sufficient to meet the minimum standard for a cash award; idea of limited value to product, program, or service	300	500	900	1650
Substantial: Important improvement of product, activity, program, or service; idea providing substantial input to success of NASA program, project, or activity	500	900	1650	3500
High: Highly significant improvement of product, activity, program, or service; idea providing high level input to the success of an important NASA program, project, or activity	900	1650	3500	7500
Exceptional: Superior improvement of a critical product, activity, program, or service; idea initiating new principle or major procedure or providing exceptional input to success of major NASA program, project, or activity	1650	3500	7500	10,000

Appendix B: Tangible Benefits Application Scale

The amount of an award is normally based on a reasonable estimate of net monetary benefits for the first full year of operation following implementation and is to be determined in accordance with the Tangible Benefits Scale.

Tangible Benefits Scale	
Tangible Benefit	Award
Up to \$10,000	10 percent of the benefits
\$10,001 to \$100,000	\$1,000 for the first \$10,000 in benefits, plus 3 percent of the benefits over \$10,000
\$100,001 or more	\$3,700 for the first \$100,000 in benefits, plus 0.005 percent of benefits over \$100,000